



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, 4TH INFANTRY DIVISION
FORT HOOD, TEXAS 76544

AFYB-CG

26 January 2007

MEMORANDUM FOR Commanders, 4TH Infantry Division, Fort Hood, Texas

SUBJECT: G8 Policy-01, Purchase and Distribution of Unit Coin Medallion (UCM) in 4th Infantry Division.

1. References:

- a. Title 5, U.S.C. 4503 – Agency Awards.
- b. Title 10, U.S.C. 1125 – Recognition for Accomplishments: Award of Trophies.
- c. Army Regulation 600-8-22, Military Awards, paragraph 11-4, 25 Feb 95.
- d. Army Regulation 672-20, Incentive Awards, 29 Jan 99.
- e. Department of the Army (DA) Pamphlet 672-20, Incentive Awards Handbook, 1 Jul 93.
- f. Department of Defense 1400.25-M, Department of Defense (DoD) Civilian Personnel Manual, Subchapter 451, Dec 96
- g. Memorandum, Headquarters, United States Army Forces Command, AFRM-RI-PS, 4 May 99, subject: Honorarium and Memento Policy.
- h. Army Regulation 215-1, Morale, Welfare, and Recreation Activities and Non-appropriated Fund Instrumentalities, 1 Dec 04.
- i. Memorandum, Deputy Secretary of Defense, 22 Mar 04, subject: Use of Appropriated Funds to Purchase Unit Cons and other Items for Presentation to Individuals.
- j. Memorandum, Department of the Army, 11 Feb 04, subject: Procurement and Presentation of Coins by Headquarters Department of the Army Principal Officials.
- k. FORSCOM Policy Memorandum CG 06-01, 4 Aug 06, subject: FORSCOM Unit Coin Medallion (UCM) Policy.

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2. Purpose: To establish guidelines to ensure the proper use of UCMs as part of an integrated command program recognizing our many great Soldiers and DA civilian employees within the 4th Infantry Division.

3. Scope: This policy does not apply to UCMs purchased with personal or private funds, or with official representation funds, and is limited in scope to UCMs purchased with official operating funds.

4. General:

a. Unit coin medallions (standard-size) are custom minted and emblazoned coins, typically with a unit insignia on one side and inscription on the reverse side, presented by an authorized individual, or on behalf of an authorized individual, as an on-the-spot recognition of accomplishment.

b. Uniquely personal in its presentation, and tied to the pride and history reflected in a unit's crest, the UCM provides authorized individuals an effective means to timely recognize command personnel, Soldiers and DA civilian employees, for acts of exceptional service and achievement. Administered in conjunction with the authorized individual's awards program, the UCM can significantly contribute to the esprit de corps, pride, and cohesion of an organization.

5. Purchasing:

a. Battalion Commanders and above are authorized to procure UCMs with operating funds. Commanders may expend no more than \$1,000 per battalion, \$3,000 per brigade, and \$5,000 at division level which must include mold fees, shipping and any other expenses incurred. Only one design may be purchased per unit with operating funds. Commanders may include indicia of rank and position on the coin. Command Sergeants Major at battalion level and above are not authorized to purchase separate UCMs with appropriated funds. Commanders may include their respective Command Sergeants Major indicia of rank and position on their Commander's coin, which may in turn be awarded by either member of the command team.

b. The Chief of Staff (CofS), 4th Infantry Division is the approval authority for exceeding stated amounts in any FY.

c. Staff officers may not use operating funds to purchase UCMs. Staff officers may request UCMs from the Division Commander's Aide de Camp in order to present on behalf of the Division Commander. Deputy Commanders (at Battalion, Brigade, and Division) may not use operating funds to purchase UCMs, but may award their respective Commander's coin on behalf of the Commander and subject to their Commander's consent.

d. Unit coin medallions are intended to be a source of pride for the awardees; therefore, they must reflect the same quality, style, and design reflected in the more traditional medallion coins. As with all expenditures of public funds, authorized individuals must remain sensitive to

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cost considerations in the selection of their UCM to ensure prudent expenditures of government funds.

e. Unit coin medallions procured with appropriated funds may identify the presenter only by position or the title of the authorized individual and/or the name of the agency presenting the coin (e.g., Commanding General, United States Army Forces Command). Samples of acceptable UCMs are at Enclosure 1; other formats may also be appropriate.

f. Unit coin medallions will bear an inscription identifying it as an award, such as “For Excellence” or “In Recognition of Outstanding Performance”. Unit coin medallions purchased prior to the effective date of their policy that do not bear the appropriate inscription may continue to be awarded until supplies are exhausted. Replacement coins will bear the appropriate inscription.

g. Commanders will not purchase with the government credit card. All request for coin purchases will be done through contracting action via Aquiline or DA Form 3953 (Purchase Request and Commitment).

6. Presentation:

a. Unit coin medallions may only be presented for acts of exceptional service, achievement, or special recognition of a job well done, or for unique contributions towards the accomplishment of the Army’s mission. As a part of the command’s integrated awards program, the UCM may not be presented to peers or superiors of the awarding officer, nor routinely presented for an individual’s performance of his or here regularly assigned duties. Authorized individuals must exercise appropriate restraint regarding the number and frequency of UCMs presented. They must also be able to draw a distinction between a token of appreciation and an award when deciding to present Soldiers and DA civilian employees with UCMs.

7. Unauthorized Use:

a. Commanders will not purchase UCMs that are “personalized” with the presenter’s name inscribed on the coin using appropriated operating funds. The presenter’s name may be subsequently engraved on the UCM on a case-by-case basis, for individual presentation at the expense of the presenter.

b. Commanders will not purchase UCMs to present as personal gifts, mementos, souvenirs, tokens of appreciation, or items intended to promote goodwill.

8. Unauthorized Presentations:

a. Unaffiliated individuals or employees of non-Federal government agencies.

b. Any Soldier or DA civilian employee to create goodwill or to encourage/reward

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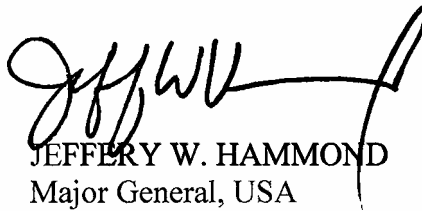
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cooperation with the military.

c. Contractors. Reference 1f defines contractors as private citizens or entities in a profit making or commercial relationship with DoD or its Components. Contractors or contractor employees are not DoD employees; therefore, they are not to be considered or treated as such. Therefore, IAW paragraph 4, UCMs purchased with official operating funds shall not be presented to contractor personnel.

d. Volunteers, when the UCMs are purchased with appropriated funds. However, authorized individuals may award UCMs purchased with non-appropriated funds to volunteers to recognize their accomplishments IAW reference 1h.

9. Point of contact is 4ID G8, LTC William Koester, (254)287-2796, or email: william.koester@hood.army.mil.



JEFFERY W. HAMMOND
Major General, USA
Commanding

DISTRIBUTION:
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ENCLOSURE 1: Unit Coin Medallion Samples

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ENCLOSURE 1: Unit Coin Medallion Samples

